



**CITY OF COLLINSVILLE, OKLAHOMA
COLLINSVILLE MUNICIPAL AUTHORITY**

PERSONNEL MANUAL

**EFFECTIVE JULY 15, 2005
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**PERSONNEL MANUAL
STATEMENT OF POLICY**

This Personnel Manual is a unique document because it serves a variety of personnel functions. First, it is intended to promote a fair and equitable personnel system for all City of Collinsville employees. Second, it is intended to answer many personnel questions that may arise during the course of employment. Third, it is intended to set a minimum standard by which all employees are to adhere and to be judged.

This Personnel Manual, first and foremost, is intended to promote a fair and equitable personnel system for all City employees. Personnel rules and regulations that are fair and equitable create a good working environment. In turn, the success of the City of Collinsville is determined by how each employee views his working environment and exhibits those feelings to the people we serve, the citizens of Collinsville.

This Personnel Manual is a reference guide for a variety of personnel issues that arise in the day-to-day operations of the City of Collinsville. As a reference guide, the manual answers a wide range of personnel questions including such topics as hiring procedures, the employee fringe benefits package and grievance policy, just to name a few.

This Personnel Manual, finally, is intended to set a minimum standard by which all employees are to adhere and to be judged. It establishes certain rules and regulations to be followed in everyday work. Employees failing to adhere to the established personnel policies and procedures can be subject to disciplinary action and/or termination.

For means of clarification, the terms “City of Collinsville” and the “Collinsville Municipal Authority” are interchangeable in definition within the Personnel Manual hereto. Furthermore, the Personnel Manual is considered gender neutral for clarification (i.e., he/she and his/her, etc.).

This Personnel Manual is not intended to create any contractual right in favor of you or the City of Collinsville. The City of Collinsville reserves the right to change any section of this Personnel Manual at any time and without notice.

No verbal representation made by any member of staff and/or any other person representing the City of Collinsville takes the place of this manual’s information and subsequent authorized written additions or changes.

City Manager

Mission Statement

City of Collinsville

Our QUEST is a continual journey to improve Quality, Understanding, Enthusiasm, Service, and Teamwork in all levels of the City of Collinsville by providing consistent, ethical, and quality performance with our customers, employees, and community. This will result in loyal, long-term relationships.

We will respect each other's opinions

We will operate within a positive, professional environment

We will reach for the best within ourselves

We will serve and support the community

We will provide an enriching, fulfilling, and rewarding environment for our employees

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Chapter 1

INTRODUCTION

1.1 POLICY PURPOSE

The Personnel Manual is designed as a guide to detail employee responsibilities, benefits and privileges that are enjoyed during employment with the City of Collinsville. Furthermore, it is the intent and purpose of the City to initiate and maintain a system of personnel policies and practices consistent with the requirements of the United States Federal Government, the State of Oklahoma and the Charter and Ordinances of the City of Collinsville, Oklahoma.

1.2 SCOPE

These policies and procedures shall apply to all employees of the City of Collinsville except as noted herein or as modified by a valid collective bargaining agreement and/or other agreement(s). Written departmental policies may also be adopted to supplement those policies contained herein with written approval of the City Manager as deemed appropriate.

These policies and procedures shall be made available to all employees through means deemed appropriate by the City Manager. It shall be the obligation of all employees to read and become familiar with these policies and procedures contained in the Personnel Manual. Failure to be familiar with this manual shall not be an excuse for failure to comply with the policies and procedures contained herein.

1.3 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the City of Collinsville to afford equal opportunity for employment to all individuals regardless of race, color, creed, religion, ancestry, national origin, sex, marital status or qualified disability. However, experience has demonstrated that a policy of non-discrimination by itself is sufficient to erase within the foreseeable future accumulated burdens imposed on minorities and women who have historically suffered from systematic discrimination. Therefore, the City will take affirmative action to:

- Recruit, hire and promote all job classifications without regard to race, color, creed, religion, ancestry, national origin, sex, marital status or qualified disability, except where sex in a bona fide occupational qualification or management is unable to reasonably accommodate a qualified disability in the position being considered.
- Base decisions of employment so as to further the equal employment opportunity.
- Insure that all personnel actions such as classifications, compensation, benefits, transfers, layoffs, return from layoff, training and education through tuition reimbursement will be administered without regard to race, color, creed, religion,

ancestry, national origin, sex, marital status or qualified disability, except where sex is a bona fide occupational qualification or management is unable to reasonably accommodate a qualified disability in the position being considered.

- Insure that all facilities of the City of Collinsville are available to employees on a non-discriminatory basis and that all social and recreation programs sponsored for employees are open to participation without regard to race, color, creed, religion, ancestry, national origin, sex, marital status or qualified disability.

The successful achievement of a non-discriminatory employment program requires maximum cooperation among employees. In fulfilling its part in the cooperative effort, Administration is obliged to lead the way by establishing and implementing affirmative procedures and practices which achieve the objective of equal opportunity for all.

1.4 AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act, the City shall not discriminate against a qualified individual with disability in regard to job application procedures, hiring, advancement, discharge of employees, employee compensation, job training, and other terms, conditions and privileges of employment. This policy shall apply to employees who have a disability or request a reasonable accommodation to perform the essential functions of their job.

1.5 DEFINITIONS

Compensatory Time: Compensation granted in the form of time off from regular duties instead of monetary salary or wages.

Continuous Service: Full-time employment with the City of Collinsville without breaks or interruptions. Leaves of absence, with pay and/or without pay, of less than thirty-(30) days shall not be considered interruptions in continuous service. Leaves of absence, without pay, in excess of thirty (30) days shall be deducted in computing total service but shall not be considered interruptions in continuous service. Extended military service, during a declared national emergency, shall not be deemed an interruption in service.

Demotion: The change of an employee, from a position in one class to a lower position in another class, has a lower maximum salary rate or a reduction to a lower pay step within the same class.

Employee: The term “employee” shall mean full-time employee, unless otherwise stated, and shall be gender neutral.

Full-Time Employee: A person who has successfully completed the required probationary period and has been appointed to a position where the normal year-round workload is forty (40) hours or more per week.

Immediate Family: Spouse, mother, mother-in-law, father, father-in-law, son, daughter, step-son, step-daughter, step-mother, step-father, brother, sister, grandparents, or other blood relative or relative by marriage living under the same roof.

Part-Time Employee: A person whose regular work schedule is less than the normal work schedule prescribed for each job classification.

Probationary Period: A period of time, established by the City Manager, used to determine the qualifications of an employee for appointment or promotion to a position. No appointment shall become final until the appointee has satisfactorily completed the designated probationary period. The probationary period may be extended when circumstances warrant upon the written approval of the City Manager.

Promotion: The change of an employee, from a position in one class to a position in another class, having a higher maximum salary rate.

Temporary/Seasonal Employee: A person employed to work during a particular season of the year or to accomplish a non-recurring task or project. Temporary employment is generally for a period of six (6) months or less.

Serious Medical Condition: An illness, injury, impairment, or physical or mental condition that involves (A) in-patient care in a hospital, hospice, or residential medical facility, or (B) continuing treatment by a health care provider.

Seniority: Based on an employee's full-time employment date.

Chapter 2

APPOINTMENTS

2.1 EMPLOYMENT PROCEDURES

Job vacancies shall be publicly announced in a newspaper of general circulation or by such other means deemed desirable by the City Manager. The announcement shall include the type, time, and place of examination, if any. It shall also supply information regarding method and deadline for filing applications, minimum qualifications, if any, and other pertinent information. The announcement shall appear in a newspaper at least once prior to the deadline for submission of applications. All ads shall include a statement announcing that the City of Collinsville is an Equal Employment Opportunity Employer. There shall be no requirement of advertisement if the City has already received and has on file the names of previous applicants for the same type or similar positions.

Applications for employment shall be made on forms prescribed by the City Manager. Such forms shall comply with the City of Collinsville, the State of Oklahoma and Federal guidelines for employment applications and shall state the City of Collinsville is an Equal Opportunity Employer. Selected applications shall be kept on file for a period of six (6) months from the date of submission. Upon receipt, the City Manager shall review applications for completeness and compliance with any minimum qualifications of personnel under his/her control and shall have sole authority in determining qualifications of individual applicants. Furthermore, the City Manager may require additional written proof concerning any statement(s) made on the prescribed application form. The City Manager or designee may make suitable inquiry of previous employers, education institutions, and character references to verify statements for submitting misleading or false information on applications or later discovering that an application and/or resume included false or misleading information.

Employment requirements are as follows:

- A. All employees may be required to successfully complete a post-offer, pre-employment medical examination prior to appointment. Such examinations shall comply with all local, state, and federal laws regarding pre-employment applications and shall recognize those laws in regard to the specific job classifications.
- B. In the best interest of safety, protection of the employees, the equipment, and the citizens of Collinsville, the City of Collinsville may require staff, transferees, and all applicants to consent and submit to a test for illegal or incapacitating drugs except where prohibited by laws regarding drug testing.

- C. In the best interest and safety, protection of the employees, the equipment and the citizens of Collinsville, the City of Collinsville may run an MVR on those employees that may at some time be required to drive a City vehicle. This is a requirement of the City's insurance.

In some cases, drug testing may also be required:

1. For employees working with the City of Collinsville prior to establishing drug screening as a step in the hiring process.
2. In rare cases of "reasonable suspicion."
3. In cases of an "on duty" accident involving an employee with the City of Collinsville.

Examinations for positions may include a test or a series of tests selected by the City Manager, based upon the specific job prerequisites or requirements. Such test shall be designed to fairly test the relative capacity of all applicants to discharge the duties of the job for which the examination is given. The City Manager shall determine the nature of the examination and the weight to be attributed to each part.

Whenever, in the judgment of the City Manager, vacancies in positions above the original level should be filled by promotion, a promotional examination may be administered.

The City Manager shall appoint or approve the appointment of individuals to all vacancies.

The City Manager may appoint qualified persons, temporarily, to meet emergencies, to accomplish non-recurring tasks, or to meet seasonal needs. However, no temporary appointment shall exceed a period longer than six (6) months. Temporary employees shall be paid at an hourly rate and are not eligible for fringe benefits.

Employees appointed to regularly work less than forty (40) hours per week shall be considered part-time employees. Part-time employees shall be paid at an hourly rate and are not eligible for fringe benefits.

Employees appointed to regularly work a forty (40) hour workweek or more shall be considered full-time employees. Full-time employees may be paid on an hourly rate or an annual (salaried) basis. Full-time employees are entitled to all fringe benefits.

2.2 PROBATIONARY PERIOD

The probationary period is a trial period considered as part of the selection process during which a new employee is required to successfully demonstrate his or her ability to perform the duties required of the position.

Upon appointment by the City Manager, all appointees shall serve a probationary period of ninety (90) days. At the successful completion of the probationary period, the

employee shall attain full-time status. The probationary period may be extended upon recommendation from the immediate supervisor or by the City Manager.

If an employee is promoted, or transferred to a different department, they shall also be subject to a probation period. The length of that probation period shall be determined by the City Manager.

Probationary employees may be discharged, demoted, and/or disciplined at-will during the probationary period. Such removal, demotion, and/or discipline shall be final and shall not be subject to review.

2.3 PROMOTIONS AND TRANSFERS

It shall be the policy to promote on the basis of merit, which consists of examinations, the evaluation of qualifications and employment record. When two or more employees are equally qualified, seniority will be used as the determining factor. Nothing in this statement shall be interpreted to preclude employment from outside the City's organization when not inconsistent with local, state, and federal laws.

Employees will become eligible to compete for promotions upon completion of the probationary period for their current position. Employees may be transferred between departments, to positions in the same classification, upon request of the employee involved with subsequent approval of both Department Heads and the City Manager. Employees may also be transferred between departments for the convenience of the City of Collinsville with subsequent approval of both Department Heads and the City Manager.

2.4 LAYOFF AND RECALL

Should a reduction in the workforce be necessary, that reduction shall occur in the following manner:

- A. The City Manager shall determine those classifications which shall be reduced in number. Such reductions will take place solely in those classifications as determined by the City Manager. Employees shall be laid off at the time and in the number specified by the City Manager, in inverse order of their seniority. Within each affected classification, all temporary employees shall be laid off before part-time employees; all part-time and/or probationary employees shall be laid off before full-time employees.
- B. The names of individuals laid off in accordance with this section shall be placed on a recall eligibility list. The order of that list shall be in inverse order in which the lay off occurred.

- C. When situations warrant, those employees who have been laid off shall be called back to work in the order indicated on the recall eligibility list. Should an employee be unavailable to return to work in a period of time deemed reasonable by the City Manager, or refuse to return to work, that employee's name shall be removed from the re-employment list. Any such employee so removed shall be eligible to re-apply for an original appointment.

2.5 NEPOTISM POLICY

No two persons from the same immediate family may be employed by any one division of the City. Furthermore, persons who hire or recommend hiring employees shall not recommend their immediate family. Immediate family is defined as the following: husband, wife, child, brother, sister, parent, father-in-law, mother-in-law, aunt, uncle, niece, cousin or relative living in the same household with the employee.

2.6 EMPLOYMENT FORMS

Department heads shall ensure that each new employee reports to the Personnel Clerk to fill out appropriate employment forms prior to initiating a work schedule.

2.7 JOB DESCRIPTIONS

Each employee will be provided with a written job description of his/her position. The job description will be reviewed annually or as otherwise needed by the employee's immediate supervisor with the employee for any changes in duties.

Chapter 3

WAGE ADMINISTRATION

3.1 PAY DATES

All employees shall be paid bi-weekly (every other Friday).

3.2 HOURS OF WORK

The normal workweek for all employees, except Fire, Police and EMS personnel, shall consist of five (5) days of eight (8) hours per day or forty (40) hours per week. Exceptions to the normal schedule shall not be automatic cause for overtime compensation.

3.3 OVERTIME COMPENSATION

- A. Employees required to work more than forty (40) hours during a scheduled forty (40) hour work period may be compensated at the rate of one and one-half (1 ½) times the employee's base rate of pay for all work over forty (40) hours, when such work is authorized by the Department Head and/or City Manager.
- B. Vacation days and holidays shall not be considered hours worked.
- C. Overtime compensation shall be paid to the nearest quarter (1/4) hour.
- D. Overtime worked, due to the trading of days off for the convenience of an employee, shall not be cause for overtime compensation.
- E. Department Heads shall approve all overtime prior to it being worked by an employee.
- F. The appropriate Department Head or the City Manager may require employees to take compensatory time off in lieu of overtime compensation. Compensatory time off may also be granted in lieu of overtime compensation, if requested by an employee, and normal work schedules are not adversely affected. Compensatory time shall be granted at the overtime compensation rate of one (1) and one-half (1/2) times.
- G. Employees paid at an annual (salaried) rate are considered to be in the Executive, Administrative, or Professional positions and are presumed to be employed to work the required number of hours to accomplish the requirements of the position and are, therefore, not subject to the overtime provisions detailed in this chapter.

3.4 STAND BY/CALL BACK COMPENSATION

- A. Employees required to return to work from off-duty shall receive compensation, at an hourly rate, for a minimum of two hours, or the actual time worked.
- B. Employees required to remain continuously available, on off-duty days, may be compensated at a rate established by the City Manager.

3.5 TERMINATION PAY

- A. Upon an employee's voluntary termination the Personnel Clerk shall consult with the Department Head and deliver to the Personnel Clerk the final time card. The final time card shall include all hours to be paid on the final check. The final check will be issued on the next regular payday following the employee's termination.
- B. In the event an employee is dismissed from City employment, his/her termination pay will be due and payable on the effective date of dismissal.
- C. Employees leaving City employment in good standing shall be paid for accrued vacation time.
- D. In order to terminate employment in good standing, full-time employees are required to give at least ten (10) working days or two (2) weeks notice prior to the effective date of resignation.
- E. Failure to give proper notice of termination to the supervisor shall jeopardize:
 - 1. The possibility of favorable references.
 - 2. Consideration of employment with the City at a later date.
 - 3. Forfeit pay of any accrued leave time.
- F. All final checks will be distributed by the Personnel Clerk. All uniforms, equipment, keys, employee identification card, etc. are to be returned to the City (to either the Supervisor or Personnel Clerk) before final check can be released.

3.6 PAY PLAN ADMINISTRATION

The approved pay plan shall be administered on a merit basis with the first step of range being the normal entry level and the last step being the top of the range. Progression through the steps shall be based upon satisfactory performance in accordance with a performance evaluation plan established by the City Manager.

Normal progression through the steps shall be on an annual basis. Increases shall be made annually based on fund availability. This does not guarantee an annual increase.

Persons possessing special qualifications may be hired above the first step of the pay plan when specifically authorized by the City Manager.

Increases of more than one (1) step may be granted for exceptional performance when specifically authorized by the City Manager.

3.7 LONGEVITY PAY

Longevity pay will be given to employees in five (5) year increments at the end of each five (5) years to be awarded at the end of the anniversary month in the appropriate year:

Five years	\$ 100.00	Twenty years	\$1,500.00
Ten years	\$ 500.00	Twenty five years	\$1,500.00
Fifteen years	\$1,000.00		

Chapter 4

FRINGE BENEFITS

4.1 SICK LEAVE

- A. All full-time employees shall accrue sick leave beginning with the first day of employment.
- B. Sick leave is accrued at the rate of 6.66 hours per month.
- C. A maximum of 960 hours of sick leave may be accrued by employees.
- D. Upon any leave of absence, sick leave ceases to accrue.
- E. Sick leave may be used for an employee's personal illness or physical incapacity other than incurred on the job, including medical, dental, or optical diagnosis or treatment, and pregnancy.
- F. Sick leave may be used for an employee to care for an immediate family member's serious illness and/or injury.
- G. Employees are required to furnish proof of illness, by furnishing a doctor's statement or other satisfactory written statement, when sick leave exceeds three (3) consecutive days or when a Department Head and/or the City Manager request such proof. Employees will not be allowed to return to work without a full release from the attending physician.
- H. Excessive or repeated use of sick leave may be cause for disciplinary action and/or dismissal.
- I. Employees who are unable to report to work for any reason must report their anticipated absence to their supervisor, before the start of their shift, on the first day of absence and each succeeding day of absence unless other arrangements are authorized by the City Manager.
- J. Employees are expected to use sick leave time for recuperation from an illness or injury and are to remain at their homes or other appropriate place of care. While on sick leave, employees are not authorized to work at any other job without written permission from the City Manager.
- K. Failure to comply with any of the sick leave provisions may result in denial of sick leave compensation and/or disciplinary action.

4.2 VACATION LEAVE

Upon completion of the 90 days probationary period, all full-time employees, except for those employees covered by a contractual agreement, shall accrue vacation as follows:

YEARS OF SERVICE	VACATION LEAVE	ACCRUED
End of Probation to completion of:		
One (1) year	3.33 hours	5 days
Two (2) to four (4) years	6.66 hours	10 days
Five (5) to ten (10) years	10.00 hours	15 days

Upon completion of ten (10) years of service, employees will be eligible for one (1) additional vacation day for each additional year of service beyond (10) years, up to a maximum of twenty-five (25) vacation days per year.

- A. The maximum amount of vacation leave that may be carried forward by an employee shall be one-half (1/2) of the amount for which the employee is eligible to earn in one calendar year. No additional vacation leave shall be credited to an employee who has reached the maximum amount. Vacation leave shall not be expended in less than one hour increments. Exceptions may be made in the instances when vacations cannot be scheduled because of illness or injury or for the City of Collinsville's convenience. All exceptions to this policy must have prior approval of the City Manager.
- B. Vacation leave shall be scheduled subject to the manning requirements of the City as determined by the appropriate Department Head and/or City Manager.
- C. Vacation leave requests may be assigned on the basis of seniority, if a conflict occurs. Vacation leave requests must be submitted and approved before leave is taken.
- D. Upon any leave of absence, vacation leave ceases to accrue.

Recognized holidays, falling during a scheduled vacation, will not be charged as vacation leave.

4.3 PERSONAL TIME OFF

At the beginning of each year Full-time employees will be credited sixteen (16) hours of Personal Time Off. Personal time is not accruable and is lost if not used within the calendar year. It may be used in one (1) hour increments and cannot be used during time of suspension.

4.4 PAID HOLIDAY SCHEDULE

Full-time employees are granted the following paid holidays:

New Year's Day	Labor Day
Good Friday	Veteran's Day
Memorial Day	Thanksgiving Day and day after
Independence Day	Christmas Eve and Christmas Day
Employee's Birthday	

- A. If a holiday falls on a Saturday, the Friday before will be taken off. If the holiday falls on a Sunday, then the Monday after will be taken as the day off.
- B. If an employee is required to work on an approved paid holiday, the employee may be paid at two and one-half (2 ½) time his regular rate of pay for that day in lieu of holiday pay. The employee may choose to take compensatory time off instead of receiving monetary compensation.
- C. Employees who are not scheduled to work on a holiday and have completed their regular work schedule for the week in which the holiday falls may be compensated at their regular rate of pay for that day.
- D. Employees' birthday holiday should be taken within their birthday month.
- E. Employees are required to work the day prior to and the day immediately following a holiday in order to be compensated holiday pay, unless the employee has pre-scheduled vacation or personal time off. If an employee calls in on the day prior to or the day immediately following a holiday, the employee must provide to the City Manager a work release from their doctor for the illness in order to be compensated for holiday pay.

4.5 HEALTH INSURANCE BENEFITS

- A. The City provides health, dental and vision insurance to all full-time employees. The City pays employee premiums in full. The employee has the option of purchasing coverage for dependents with the City paying a portion of the premium as budgeted. The City reserves the right to change said coverage at any time.
- B. Insurance benefits are effective the first of the month following the ninety (90) day probationary period upon Full-time employment.
- C. Under the COBRA Act of 1986, employees who terminate employment or dependents of employees who are no longer eligible for coverage by the City health plan are eligible to continue this coverage for eighteen (18) months.

Coverage may be extended for up to thirty-six (36) months depending upon termination reason. Contact the Personnel Clerk for more information.

4.6 LIFE INSURANCE

The City provides a life insurance plan for all Full-time employees which is paid for by the City. The plan provides death benefits of \$20,000.00, for all employees under the age of 65. Death benefits are reduced for employees over 65 years of age. The plan also provides death benefits of \$2,000.00 for all dependents. Additional death benefits may be purchased by the employees through payroll deduction. See the Personnel Clerk for more information.

4.7 RETIREMENT BENEFITS

Participation in the retirement plan is mandatory for all Full-time employees and is covered by the Oklahoma Municipal Retirement Fund. Benefits are effective on the first day of Full-time employment. The Police and Fire Departments participate in State mandated retirement plans. All plans require employee contributions, in addition to contributions made by the City. Any employee, upon termination, may apply for a refund of those retirement contributions already paid into the designated retirement system. Refunds are governed by the Oklahoma Municipal Retirement Fund and the State mandated funds.

4.8 WORKER'S COMPENSATION

All employees are covered by Worker's Compensation as required by Oklahoma State Law.

4.9 CREDIT UNION

The City of Collinsville offers an optional credit union program for all employees.

4.10 EMPLOYEE ASSISTANCE PROGRAM

An Employee Assistance Program (EAP) is available to all employees and their dependents. The EAP is a referral service established to assist employees in identifying and resolving individual problems, which may at times, interfere with job performance. Through the EAP, counseling is available in the areas of marital relationships, drug and alcohol problems, stress, emotional problems, financial and legal matters, and family problems. Employees may voluntarily refer themselves into the program with the assurance of total confidentiality. For more information, contact the Personnel Clerk.

4.11 OPTIONAL BENEFIT PROGRAMS

The City provides payroll deductions for a variety of optional benefit programs. More detailed information may be obtained from the Personnel Clerk.

Chapter 5

LEAVE OF ABSENCE

5.1 LEAVES WITHOUT PAY

Leave without pay may be granted by the City Manager for a specific period of time. It shall only be granted when it is in the best interest of the City to do so and shall not exceed one (1) year in length. At the expiration of the leave, the employee shall be reinstated in the position vacated or a comparable position. Persons on leave without pay (including military leaves without pay) **do not** accrue any sick or vacation leave. The employer's contribution towards insurance premiums will cease for employees on leave of absence without pay for periods exceeding ninety (90) days. Employees may continue health insurance premiums at their expense through COBRA.

5.2 FAMILY AND MEDICAL LEAVE

- A. Eligible employees may take up to twelve (12) weeks of unpaid leave in the following circumstance:
 - 1. Birth, adoption, or foster care placement of a child, if the leave is taken within twelve (12) months of the birth, adoption, or placement.
 - 2. To provide care for a parent, spouse, or child with a serious health and/or medical condition. A parent, spouse, or child is defined, for this section, as an individual under the age of eighteen (18) or an adult who cannot care for themselves.
 - 3. The employee's own serious health and/or medical condition that prevent him from performing the essential duties of his/her job.
- B. The City may require medical certification, at the City's expense, to verify an employee's medical condition.
- C. The City will continue to provide the same group health coverage to the same extent that is being provided to other employees within the City. Employees, who do not return to work after the twelve (12) weeks, may be required to repay the City of any insurance premiums that were disbursed on behalf of the employee during the family and medical leave period.
- D. Employees must give at least thirty (30) days notice to the City Manager of a Family Medical Act leave need when the leave is foreseeable for the birth or placement of a child or for a planned medical treatment. When the need for FMLA leave is not foreseeable, the notice shall be given as soon as possible.

5-3 FUNERAL LEAVE

In the event of a death in the employee's immediate family, the employee may be granted a leave of absence with pay, up to a maximum of three (3) consecutive working days, to make appropriate funeral arrangements. The City Manager shall determine the amount and type of leave to be granted as the circumstances warrant.

5.3 MILITARY LEAVE

- A. Employees entering United States military service are paid for all accrued vacation up to the time of beginning active duty. Employees will not accrue additional vacation leave while on an approved leave of absence for military services.
- B. Upon receiving an honorable discharge from active duty, the employee has ninety (90) days to apply for his/her former position. At that time, the employee will resume eligibility for all benefits before the leave of absence began.
- C. All Full-time employees who are members of a reserve military component shall, when ordered by the proper authorities to active duty for the purpose of attending annual military training, be entitled to a leave of absence.
- D. In the event that the requested military leave for training is optional for the employee, the leave time shall be scheduled at the discretion of the appropriate Department head and/or City Manager.

5.4 CIVIL LEAVE

Jury and court service, legally summoned, allows an employee absence with pay for the time actually required by such service. An employee subpoenaed to testify in his own case shall not receive his regular salary, but may use vacation or personal leave or be granted a leave of absence without pay. The above stated policy does not apply to employees who are subpoenaed or involved in litigation as a result of their official duties. Additional compensation from the court must be turned in to the Personnel Clerk for reimbursement to the employee's salary.

Chapter 6

DISCIPLINARY ACTIONS AND TERMINATIONS

6.1 DISCIPLINE

- A. Discipline is primarily employee self-control to meet organizational standards, expectations, and objectives. Discipline is developed by both management and employees. Employees through peer pressure and expectations exert strong influence on other employees. Management is primarily responsible for developing and maintaining clear standards expected of employees and communicating to them so that everyone understands.
- B. Whenever work habits, attitude, productions, or personal conducts of an employee fall below a desirable standard, supervisors should take immediate steps to bring about improvements.
- C. The following list represents types of actions which shall be defined as violations to this personnel manual and, therefore, shall be just cause to suspension or dismissal. The following list is not meant to be all-inclusive. It is only meant to provide employees with a general idea of the types of behavior that will result in serious disciplinary action:
 - 1. Gross neglect of duty or refusal to comply with management's lawful instructions, unless such instructions are injurious to employee, the general public's health, safety or contrary to the employee's professional ethics.
 - 2. Insubordination.
 - 3. Indecent conduct or convictions of a felony or a misdemeanor while an employee of the City. (Excluding minor traffic offenses.)
 - 4. Intentional falsification of personnel records, time reports, or other City records.
 - 5. Indulging in offensive conduct or using offensive language towards the public or in public or towards City Employees.
 - 6. Sleeping on duty except when accepted as a normal portion of the job assignments.
 - 7. Being under the influence of intoxicants or drugs while on duty.
 - 8. Deliberate or careless conducts endangering the safety of the employee or other employees including the provoking of or instigating of a fight during working hours or on City premises.
 - 9. Inducing or attempting to induce any employee in the service of the City to commit an unlawful act or to act in violation of any lawful departmental official regulations, orders, or professional ethics.

10. Accepting any fee, gift, or other valuable thing in the course of or in connection with work for personal use from any person or groups of people when such a gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than accorded other persons.
11. Unauthorized use of City property, whether that property is vehicles, machinery, uniforms or office materials.
12. No officer or employee of the City, except the commissioners and personnel who receive no compensation for their services, may work for or against, or attempt to influence the nominations, election or defeat of any candidate for Commissioner, or the recall of any Commissioner; but this shall not prohibit the ordinary exercise of one's right to express his/her opinions and to vote.
13. Discussing with unauthorized persons any confidential information gained through their employment with the City.
14. Excessive absences and/or tardiness, inattentiveness to work, failing to start work at a designated time, quitting work before proper time, or leaving employer's premises during work hours without authorization from the supervisor.
15. Smoking in unauthorized areas.
16. Violating a safety rule or safety practice.
17. Failure to report to work without giving the supervisor notice of absence within one (1) hour after the beginning of the scheduled work day, unless it is impossible to give such notice.
18. Vending, soliciting, or collecting contributions on the employer's time or premises without prior authorization from the City Manager.
19. Unauthorized use of sick leave.

6.2 PROGRESSIVE DISCIPLINARY ACTIONS

It is necessary to set out certain procedures to follow when handling disciplinary problems. Supervisors should adhere to the following progressive discipline method when confronting a situation requiring discipline. The Personnel Clerk is to be notified immediately of any suspensions.

1. Oral Reprimand: The discussion a supervisor and/or Department head has with an employee in whom the supervisor and/or Department Head verbally reprimands the employee for an offense. A record will be maintained by the Personnel Clerk in order to document the discussion.
2. Written Reprimand: A detailed written record or a reprimand, usually subsequent to a previous oral reprimand. This record does become a part of the employee's personnel file.
3. Suspension With Pay: An ordered absence from duty while in full pay status. This action does become a part of the personnel file.

4. Suspension Without Pay: An Ordered absence from duty without pay for a prescribed period of time. This action becomes a part of the personnel file.
5. Termination: When other forms of disciplinary action have proved ineffective or where the seriousness of the offense or condition warrants removal from employment for misconduct, unsatisfactory performance or any other reason for the good of the service.

6.3 GRIEVANCE PROCEDURE

- A. The following procedure shall be used by employees wishing to file a grievance; any deviation from this procedure, or any break in the chain of command will result in the grievance being dismissed.

Step 1. The employee shall discuss the matter with his immediate supervisor, bring any pertinent information to substantiate the grievance; including a written submission of the grievance, and the immediate supervisor shall provide a written response to the employee within three (3) working days.

Step 2. If the employee is not satisfied with the response in Step 1, the employee shall submit the written grievance to the appropriate Department Head within five (5) days of the response in Step 1. The Department Head shall issue a written response to the employee within five (5) days of receipt of the grievance.

Step 3. If the employee is not satisfied with the response in Step 2, the employee shall submit the written grievance to the City Manager within five (5) days of receipt of the response in Step 2.

Step 4. The employee may appeal in writing to the Personnel Board. The appeal must be filed with the secretary of the board or with the City Clerk for transmittal to the board within ten (10) days after receipt of the City Manager's written decision, notifying the employee of the layoff, suspension, demotion, or removal. As soon as practicable, the board shall hold a public hearing on the appeal, or give adequate opportunity for such hearing, and shall report in writing its findings and recommendations to the City Manager. The City Manager, having the power of removal, shall then make a final decision in writing regarding the employee's layoff, suspension, demotion, or removal. Provided, however, that the board should find that the layoff, suspension, demotion or removal was made for a political opinion or affiliation, political service, or any other reason other than the good of the service, it shall veto the layoff, suspension, demotion or removal, and the action of the City Manager or other authority shall be nullified.

- B. The City Manager shall review the grievance along with the responses received in Steps 1 and 2. The City Manager may conduct a hearing on the matter if he/she deems it appropriate or requests any additional information in order to make an informed decision on the matter. The City Manager shall respond, in writing, within ten (10) days of receipt of the grievance.

Chapter 7

DRUG-FREE WORKPLACE POLICY STATEMENT

7.1 PRE-EMPLOYMENT DRUG TESTING

- A. The City of Collinsville will not consider for employment any applicant who tests positive on detection tests for illegal drugs.
- B. Specimen collection will take place at the City's selected collection site. The drug screening process will be conducted by the City's designated laboratory and explicit chain of custody procedures will be followed. All testing-related documents and test results will be kept confidential. Any City employee releasing information about an applicant's drug screen inappropriately is subject to disciplinary action including dismissal.

Chapter 8

MISCELLANEOUS

8.1 REIMBURSEMENT FOR TRAVEL EXPENSE

Travel expenses eligible for reimbursement to an employee are those which are incurred in the performance of official business on behalf of the City of Collinsville, (i.e. attendance at conventions, conferences, or meetings.) Advance written approval is required from the City Manager for travel when total cost exceeds twenty-five (25) dollars.

All travel requiring expenses in excess of one thousand (1,000) dollars requires prior review and approval by the City Commission.

Only the following expenses will be considered for reimbursement upon completion of the Travel Expense Report Form and must be accompanied by the required receipts as listed in paragraph D below.

A. Transportation Costs

1. If a commercial airline is used, tourist or economy fare must be requested and used if available. First Class fare will be allowable only on the basis that tourist or economy space was not available between specified points. All air travel arrangements must be made through the office of the City Manager or his designated agent and in no instance may any employee arrange for his/her own air travel plans.
2. When a personal car is used for extended trips, the City's reimbursement for the use of the car, plus meals and lodging required en route shall not exceed the cost of tourist class air fare. Reimbursement for personal car use shall be at the approved IRS rate.

B. Overnight Travel Cost

1. For overnight travel, the City will pay lodging, meals, and necessary miscellaneous expenses incurred by the employee.
2. All lodging arrangements for out of state travel must be made through the City Manager's office or his/her designate agent and in no event will any out of state lodging arrangements be made by the person traveling.

C. Other Costs

1. Toll road charges, storage charges and like items may be reimbursed.
2. Charges for rent-a-car or similar services will be reimbursed with advance approval. Receipts are required.

3. Reasonable taxi charges are allowable and receipts are required.
4. Conference registration fees and extraordinary expenses, such as purchase of incidental supplies or publications.

D. Receipts Or Affidavits For Expenditures Shall Be Required For

1. All meals (including tips up to 15 %);
2. All transportation incidental to the trip, railway, bus or boat transportation;
3. All lodging;
4. Repairs or fuel for City owned vehicles;
5. All extraordinary expenses, such as purchase of incidental supplies or publications and registration fees, provided that all expenses are justified as being directly related to the purpose of the travel.

E. The Following Expenses Will Not Be Reimbursed

1. Alcoholic beverages;
2. Entertainment, including in-room movies;
3. Any expense for non-employee or persons not on official business on behalf of the City of Collinsville unless previously approved by the City Manager;
4. Lost wages from secondary employment.

- F. Receipts and an accounting of all expenses shall be submitted upon return from approved travel.

8.2 SAFETY/SAFETY BOARD

- A. It is incumbent upon all employees to work safely, wear proper safety equipment, and to follow posted safety rules and regulations.
- B. All on-the-job injuries shall be reported to the appropriate Supervisor and/or Department Head and Personnel Department, immediately, even if the injury is considered minor.
- C. The City Manager shall convene a Safety Board to review all incidents involving on-the-job accidents to determine their cause, to identify unsafe practices, and to perform such other functions as may be deemed appropriate.

8.3 USE OF CITY EQUIPMENT

- A. The personal use of City equipment, including vehicles, is strictly prohibited.
- B. Only authorized, licensed drivers may operate City vehicles. Vehicles shall be operated lawfully and in accordance with all City and State laws pertaining to safe vehicle operation. When operating City owned vehicles it is mandatory that

safety belts be worn. It shall be the responsibility of the driver to require all passengers in his/her vehicle to also be properly belted.

- C. City vehicles may not be driven to an employee's home without prior authorization from the City Manager.
- D. Unauthorized persons may not ride in or on City vehicles.
- E. In cases of accidents involving a City vehicle, the employee must notify the Collinsville Police Department immediately and remain on the scene until the Police personnel arrive. If there are possible injuries, appropriate medical and/or fire personnel shall immediately be contacted as well. No admission of fault shall be made by employees on the scene or by employees involved in the accident.

8.4 OUTSIDE EMPLOYMENT

Employees shall not work any outside employment (i.e., moonlighting) which adversely impacts the operations of the City of Collinsville or impedes an employee from performing their duties as a City employee.

8.5 REST PERIODS, BREAKS

All employees are entitled to two (2) fifteen minute rest periods (coffee breaks) at approximately the mid-point of each half of their working schedule. Breaks shall not exceed 15 minutes, including time taken to travel to and from the employee's workstation or site.

8.6 FINANCIAL RESPONSIBILITY/GARNISHMENTS

- A. As an employee of the City, you are expected to manage your personal finances.
- B. Employees subject to garnishment action may be required to reimburse the City of Collinsville for administrative costs associated with their garnishment action.

8.7 EMPLOYEE CHANGE OF STATUS

It is important to keep personnel data current; therefore, employees are required to notify the Personnel Clerk concerning any changes in the following:

1. Legal name
2. Home Address
3. Home Telephone Number
4. Marital Status
5. Number of Dependents
6. Insurance/Retirement Beneficiaries
7. Person to Notify in Case of Emergency

8.8 SMOKING POLICY

- A. All work areas and buildings of the City of Collinsville are smoke free. In keeping within the laws of the State of Oklahoma, smoking is prohibited within 25 feet of all public buildings.
- B. Smoking is prohibited in all City vehicles.

8.9 POLITICAL ACTIVITY

Employees have the same right of any citizen to express their political views; however, no employee shall use his office or position, City equipment, uniforms, or City work time to express those views.

8.10 USE OF TELEPHONE

- A. The City of Collinsville telephones are to be used in conducting official City business. Personal calls on City phones or personal phones are to be limited.
- B. Employees are discouraged from making personal long distance calls using the City of Collinsville telephone lines. The cost of personal calls made will be reimbursed to the City.

8.11 CHAIN OF COMMAND

- A. The City of Collinsville uses the vertical chain of command management structure. This simply means that an employee has one immediate supervisor. If an employee is not satisfied with a response from his Supervisor, he shall advise his supervisor that he wishes to speak with the next higher Supervisor or Department Head.
 - 1. If an employee cannot resolve an issue relating to his employment with his immediate supervisor, he shall advise his supervisor in writing that he wishes to speak with the next higher Supervisor or Department Head.
 - 2. If the employee is not granted permission to speak with the next highest supervisor to resolve the issue, he may contact the next higher Supervisor for a solution.
 - 3. If the employee is not satisfied with the response from the next highest Supervisor or Department Head, he may submit the issue in writing to the City Manager for a resolution. The City Manager shall respond to the employee within ten (10) days.
 - 4. If the employee is not satisfied with the response from the City Manager, he may submit the issue in writing to the Personnel Board within ten (10) days of the response from the City Manager. The Personnel Board will schedule a time to hear the issue as soon as reasonably possible. The decision of the Personnel Board will be final in all respects.

- B. Employees shall not communicate with the Mayor and/or Commissioners, concerning administrative matters, unless it is through the City Manager's office.

8.12 PERSONAL APPEARANCE/DRESS CODE

- A. As representatives of the City of Collinsville, employee's personal appearance and dress contribute to creating a positive public image, establishes a consistent identity for customers and sets a tone for the workplace. Proper dress, personal appearance, cleanliness and safety are a part of each employee's job.
- B. Effective August 1, 2005 the Dress Code Policy will become the current policy for the Administrative Department. Male and female office personnel shall dress in professional, businesslike attire throughout the work week. Uniformed field personnel shall wear uniforms provided by the City of Collinsville and clean jeans, work pants or shorts whose length is no shorter than three (3) inches above the top of the knee cap when standing.
- C. Friday's are designated as a day for "casual wear" for office personnel as long as employees wear casual clothing which shall maintain the conservative, professional image of the City. "Casual" does not mean sloppy, tasteless, or a time to give up one's appearance. Casual wear does not mean a time to "dress down." Employees who conduct business in the community or other similar functions on casual Friday shall dress in proper attire for the occasion.
- D. The City of Collinsville considers proper dress, personal appearance, personal cleanliness, and safety a part of each employee's job and shall be consistent with assigned duties and responsibilities. Clothing shall be conservative and businesslike and shall be maintained in good repair, clean and pressed. The dress codes may vary for different departments regarding proper dress based on assigned duties and responsibilities or essential job functions. Office personnel shall dress in appropriate, professional attire and present themselves in a professional manner when on the job.
- E. The following list will clarify for all employees what clothing items are considered inappropriate attire and shall **NOT** be worn to work, unless required for essential job functions:
- Dresses or skirts whose length is shorter than three (3) inches above the top of the knee cap when standing.
 - Strapless dresses or sundresses (straps shall be at least one inch in width)
 - Shorts or "skorts"
 - Cut-off jeans
 - Stirrup pants or leggings
 - Leather pants
 - Lycra or Spandex outer garments (Ladies hosiery is okay)
 - Athletic wear

- Jeans or any “denim type” pants material which resemble jeans (EXCEPT on Friday’s or unless required for essential job functions, i.e. field personnel) Jeans shall not be frayed, stained or ripped.
 - T-shirts (Office personnel should only wear T-shirts on Fridays-Field personnel can wear City Uniform T-Shirts provided)
 - Tube or tank tops
 - Halter tops or bare back tops
 - Thongs, flip flops or shower shoes (Dressy thong type sandals are okay)
 - Tennis type shoes (Except on Fridays)
 - Clothes of any fabric, style or fit that is too revealing.
 - Any clothing with advertising or inappropriate, vulgar, suggestive or indecent messages.
- F. Exceptions to the dress code policy may be made by the Department Head and City Manager for special days such as holidays or special occasions. Employees may be allowed to “dress down” with department head approval when working on temporary projects or assignments such as moving an office.
- G. The City Clerk/Treasurer shall be responsible for the dress code compliance of the administrative department office and administrative field personnel.
- H. To ensure conformity, should an employee come to work in inappropriate attire, he/she will be dealt with according to the disciplinary policy in this manual. The City Manager will make the final determination in questionable situations.
- I. Examples of appropriate conservative, professional and businesslike attire for office personnel are:

Ladies:

- Business suit
- Jacket, coordinates
- Dresses, jumpers, shirts, slacks
- Mixed separates
- Ladies blouses, knit shirts with collars, turtlenecks, sweaters, vests
- Denim or khaki shirts, dresses or skirts
- Capri or $\frac{3}{4}$ pants (as long as worn to reflect a professional businesslike attire)
- Shoes should complement overall appearance (Dressy thong sandals okay)

Men

- Business suits, dress shirt and tie
- Sports coat

- Slacks (khakis, corduroy, twill or other casual slacks that present a nice overall appearance)
- Collared cotton blend shirts, knit shirts with collars, turtlenecks, sweaters, vests
- Denim or khaki shirts
- Shoes should complement overall appearance

Casual Friday:

- Jeans (not frayed, stained, ripped or torn)
- Solid color T-Shirts or City Logo T-Shirts
- Sweatshirts (worn over a collard top or turtleneck type top)
- Tennis shoes

8.13 UNIFORMS

- A. Employees that are required to wear a City uniform are required to wear the uniform in compliance with departmental policies and procedures established by the appropriate Department Head and/or City Manager.
- B. Uniforms shall be kept clean at all times and shall be worn in such a way that their use reflects favorably on the City of Collinsville.

8.14 WEAPONS

- A. No employee shall be allowed to carry any weapon(s) on any City property or in any City owned vehicle or equipment, including those employees licensed by the Oklahoma Self Defense Act to carry a concealed weapon.
- B. This shall not apply to those employees who are performing their duties related to sworn, law enforcement activities as defined by the appropriate job description for the particular employment position.
- C. This section does not apply to weapons which are stored in a locked vehicle.

8.15 PRIVACY EXPECTATION

All employees are responsible for a level of confidentiality that will preserve an environment that supports sincerity, honesty, and ethical behavior.

However, as public sector employees supported by public funds, employees should not expect privacy in their work, workstations, and/or anything that belongs to the City used to produce that work. The City of Collinsville reserves the right to search an employee's personal belongings, desk, work area, computer documents, e-mail, and voice mail as necessary. As official government records, most types of communication, unless they fit

an exception to disclosure, may be made available to the public upon written request in accordance with procedures defined in the Open Records Act.

8.16 PUBLIC COMMUNICATION

Request for information from the media or other sources that involves matters of policy, controversial issues, or other information that is not readily available, should be directed to the City Manager.

8.17 SEXUAL HARASSMENT

While all forms of harassment are prohibited, it is the City of Collinsville's policy to emphasize that sexual harassment is specifically prohibited. These same principles also apply, in the applicable cases, to harassment based upon race, color, religion, sex, national origin, age, physical or mental disability, status with respect to marriage or public assistance, or participation in lawful activity off the employer's premises during non-working hours.

Sexual harassment is a form of sexual discrimination which is prohibited by law. Sexual harassment includes unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition of employment, either explicitly or implicitly; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
3. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or work performance, or creates an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include inappropriate touching or feeling which is unwelcome by you; sexual innuendoes and comments and sexual remarks about a person's clothing, body, or sexual activities; jokes about sex which you find offensive; sexual propositions or demands for sexual favors; posting obscene pictures, drawings or cartoons in the work place; or making obscene gestures. These are some of the common complaints, but many other types of conduct can also constitute sexual harassment.

8.18 WORKPLACE THREATS AND VIOLENCE POLICY

It is the policy of the City of Collinsville to prohibit acts or threats of violence and threatening behavior by or against its employees during assigned duty times. Violations of this policy by employees of the City of Collinsville will lead to disciplinary action that may include termination of employment.

Violent acts or threats of violence include any activity by an individual that would cause another individual to feel unsafe. Violent behaviors may be verbal threats to harm another person or damage property, physical aggression, or harassment, including sexual harassment. Threats of violence include possession or display of a weapon of any type or exhibiting an object in such a manner that it appears to be a weapon. If you are subject to or become aware of any violent acts or threats of violence, immediately report the matter to your Supervisor or the higher level of authority.

8.19 ACCEPTABLE USE OF THE INTERNET

- A. Access to the Internet and e-mail is provided to City employees for the purpose of conducting official City business. The Internet and e-mail may not be used for prohibited purposes, such as conducting private business, or political campaigning, or any illegal uses. Personal use of the Internet and e-mail should be governed by the same test of reasonableness as personal phone calls, provided that:
 - 1. There is no cost associated with the use;
 - 2. Use is moderate in time;
 - 3. Use does not interfere with an employee's or co-worker's work.
- B. Certain activities are prohibited when using the Internet or electronic communications. These include, but are not limited to:
 - 1. Accessing, downloading, printing, or storing information with sexually explicit content;
 - 2. Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
 - 3. Installing or downloading computer software programs or executable file contrary to policy;
 - 4. Uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
 - 5. Sending e-mail using another's identity, an assumed name, or anonymously, permitting a non-user to use for purposes of communicating the message of some third party individual or organization;
 - 6. Any other activities designated as prohibited by the City.
- C. No user should have any expectation of privacy in any message, file, image or data created, sent or retrieved, by use of City equipment and/or access. The City has the right to monitor any and all aspects of their computer systems including, but not limited to, sites, instant messaging systems, chat groups, or news groups visited by City users, and e-mail sent or received by City users. Such monitoring may occur at any time, without notice, and with out the user's permission.
- D. In addition, electronic records may be subject to the Open Records Act and, therefore, available for public distribution.

- E. Individual users should be aware of and at all times attempt to prevent potential City liability in their use of the Internet. When using the Internet or e-mail, whether for personal or official purposes, employees are expected to do so in a responsible and professional manner.
- F. All users are responsible for exercising appropriate care to protect the City's computer systems against the introduction of viruses. When using the City's Internet access or electronic communications equipment and capability, individuals must:
 - 1. Use the Internet or electronic communication system only in accordance with City policy;
 - 2. Maintain the conditions of security (including safeguarding of passwords) under which they are granted access to such systems;
 - 3. Check with the appropriate staff prior to downloading or accessing a file or document if the source of the file or other circumstance raises doubts about its safety.

8.19.1 COMPUTER SECURITY POLICY

A. Password Management

- 1. Use pass phrase or a combination of at least 8 characters consisting of upper and lowercase letters, numbers or symbols. There are several programs out there that hackers can use to break a password that is made solely of words or numbers. (Example: Il2eL@tMC)
- 2. Change log in password every thirty (30) days.
- 3. Don't write password down on sticky note or paper.
- 4. Don't share password with any other co-worker.
Only system administrator should have a copy of everyone's password.
- 5. Use password protect on screen saver if available.

B. Download Management

- 1. Do not download anything off the Internet without prior administrator approval.
- 2. Download only work related material from verifiable sources.
- 3. Do not download any executable file with the following extensions unless you know it comes from a reliable source (exe., bat., vbs.) These types of files may carry a virus that can hinder the computer.

C. Other Security

- 1. Log off and shut down computer at end of shift.

8.20 SOLICITATIONS IN THE WORKPLACE

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not sell merchandise or solicit others to purchase merchandise of any kind during working time without express permission from the City Manager.

Non-employees are likewise prohibited from selling merchandise or soliciting others to purchase merchandise on City property at any time without express permission from the City Manager.

8.21 CEMETERY PLOTS

All City employees who meet the following requirements will be allowed 65% discount on the opening and closing of a grave in Ridgelawn Cemetery only. The employee, employee's spouse and dependent children (by IRS standards of who qualifies as a dependent) will be allowed this discount "if" the employee has worked for the City of Collinsville 10 years or retired after 2/19/96 with vested City retirement.